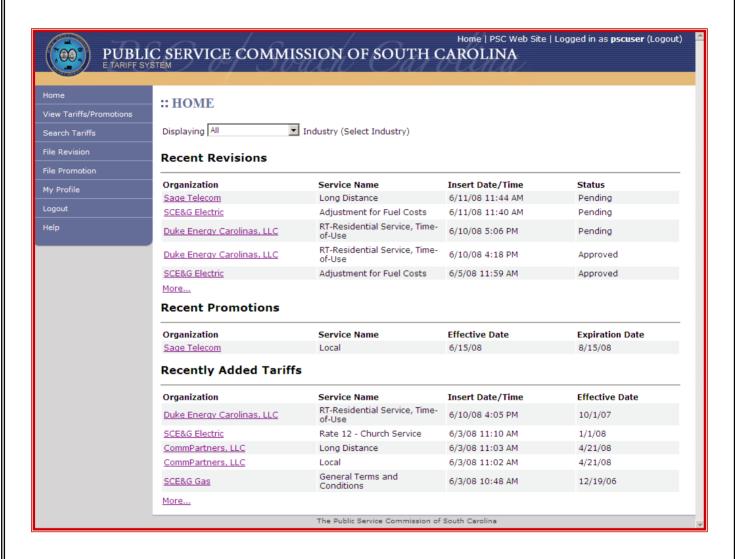
E Tariff System User Guide For Electric and Gas



http://etariff.psc.sc.gov

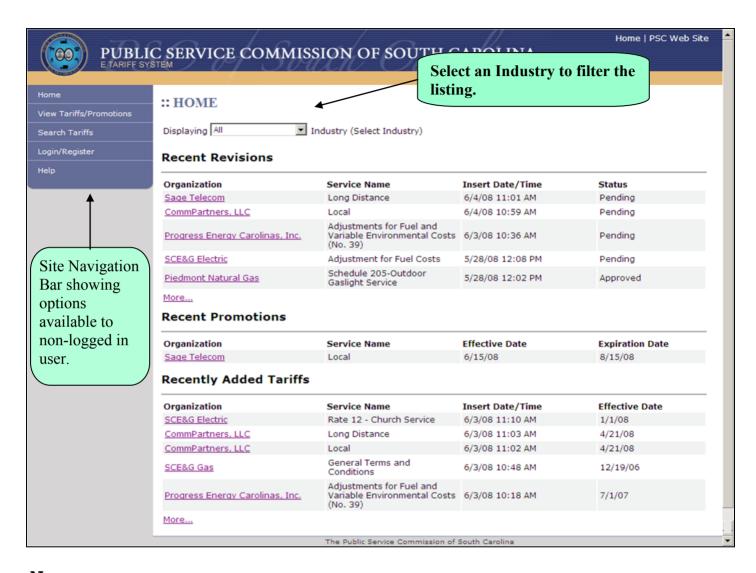


The Public Service Commission of South Carolina Columbia, SC www.psc.sc.gov

Table of Contents

Section 1- General User Functions	<u>Page</u>
A. Home	3
B. View Tariffs/Promotions	4-5
C. Search Tariffs	6
D. Help	7-8
Section 2 - Registered User Functions A. Login/Register	9-12
B. Forgot Password	9
C. My Profile - My Login	13
D. My Profile - My Organizations	14-15
E. My Profile - Email Notifications	16-17
F. File Revision	18-22

E Tariff System Home Page

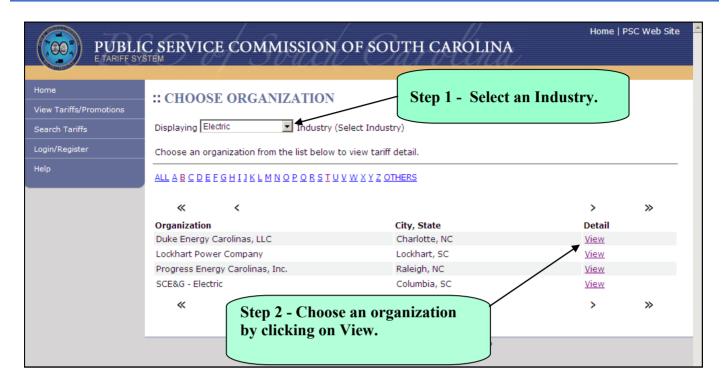


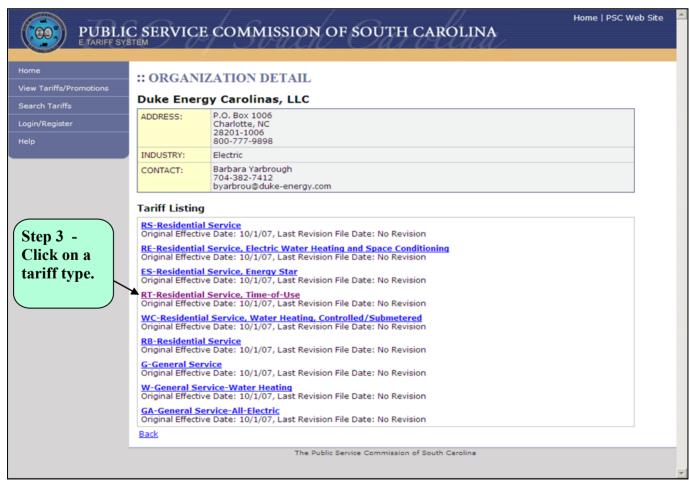
Notes:

Web address: http://etariff.psc.sc.gov or use link from www.psc.sc.gov

Additional system options available to registered users are File Revision, File Promotion and My Profile.

View Tariffs/Promotions

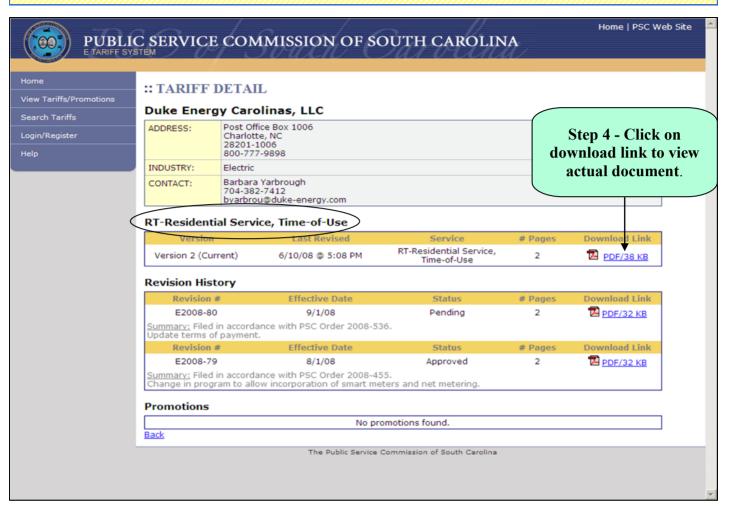




Notes:

The tariffs that are on file in the system for this organization will be listed under the Tariff Listing heading.

View Tariffs/Promotions



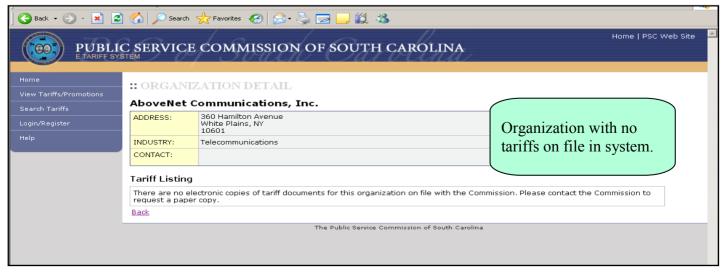
Notes:

The specific tariff is listed along with its revision history (which may be quite lengthy in the case of some organizations.)

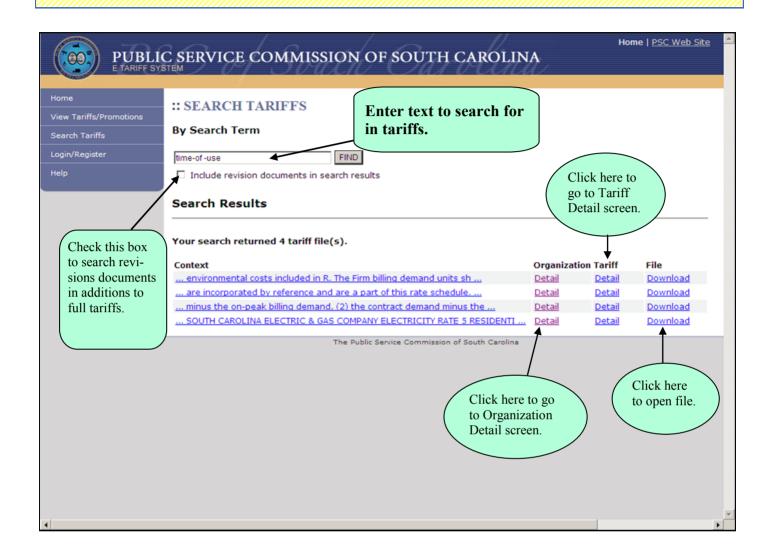
Promotions are listed after the Revision History section. For electric and gas tariffs this section will be blank.

When you click on the Download Now link, the PDF document will open in a separate window.

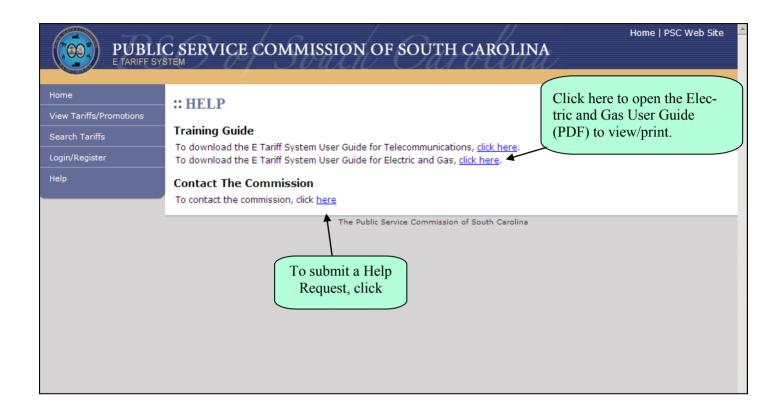
Below are the results of a View Tariff/Promotion function when no tariff is on file in the system for an organization.



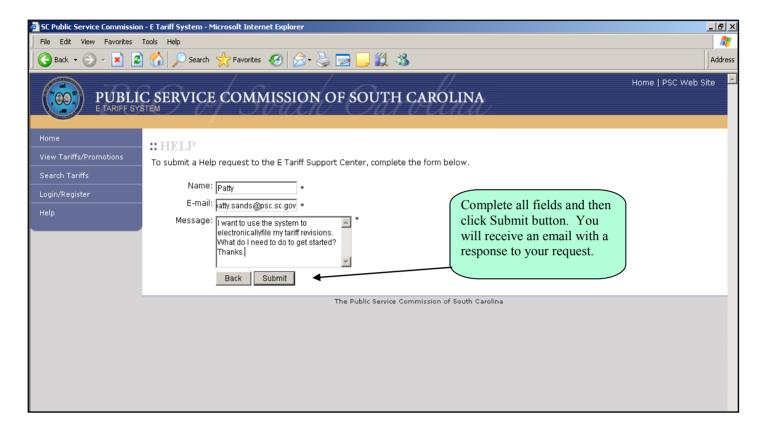
Search Tariffs



HELP



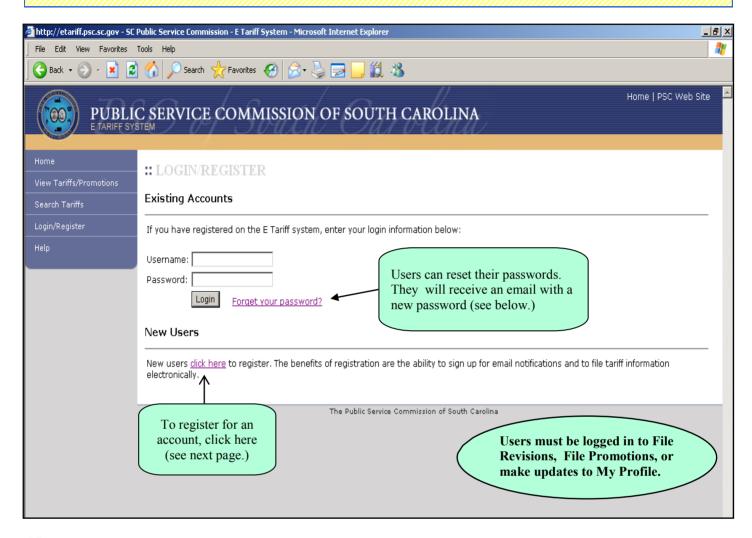
HELP



Notes:

You do not need to be logged in to request Help.

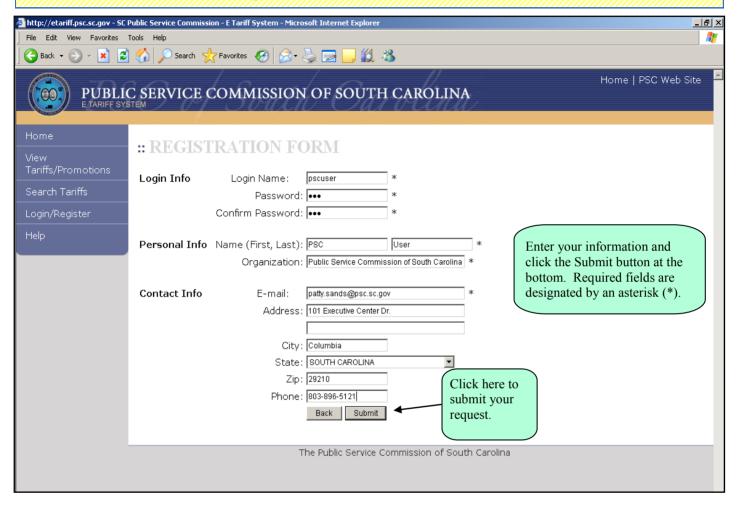
Login/Register



Notes:

Users can reset their passwords (see below.) They will receive an email containing a new, random generated password. They should login using this new password and select My Profile and change their password to something meaningful.

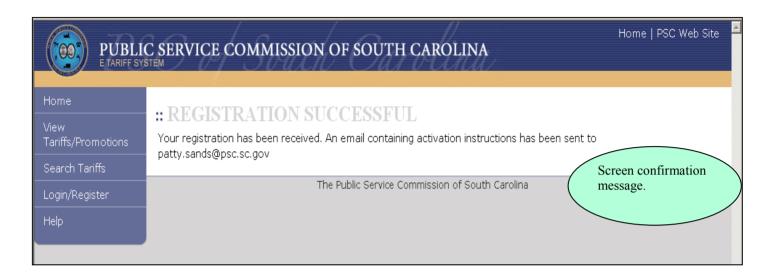
Login/Register Registration Process

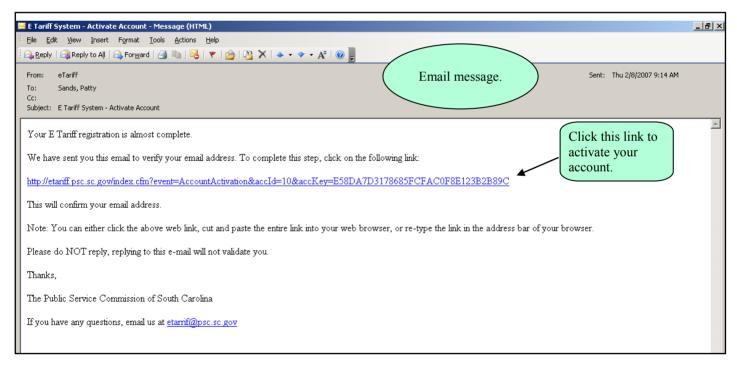


Notes:

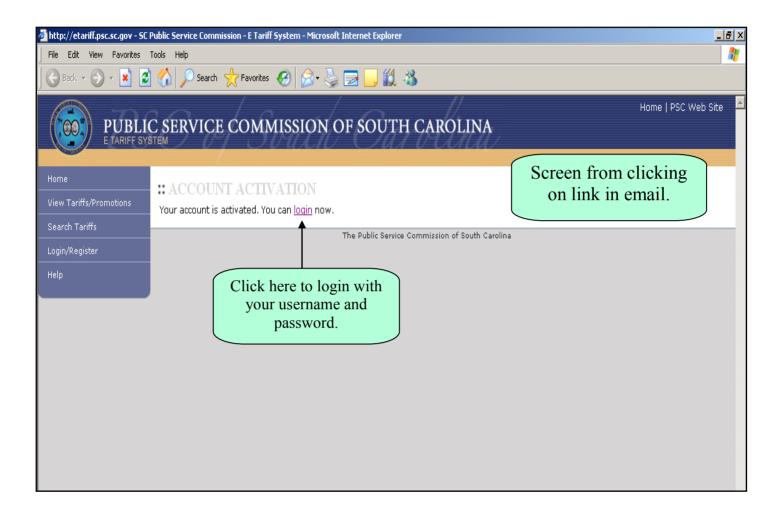
After clicking the Submit button, you will get a screen confirmation message and an email message with a link to activate the account (see next page.) You must activate your account using this link.

Login/Register Registration Process





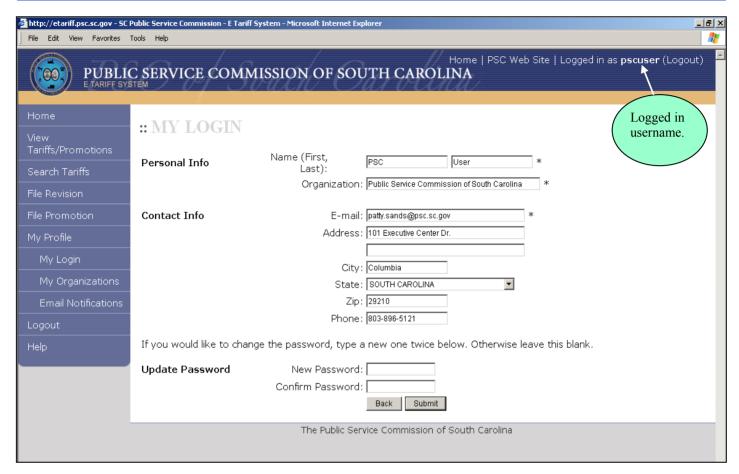
Login/Register Registration Process



Notes:

After you activate your account, you should log in using the username and password that your requested by clicking on Login.

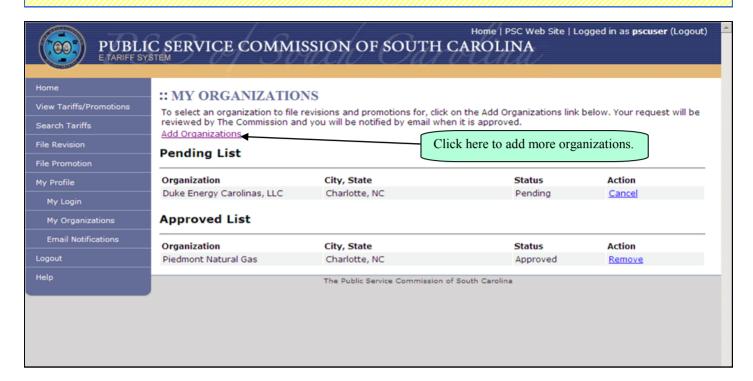
My Profile - My Login



Notes:

Use this screen to update your information or change your password.

My Profile - My Organizations



Notes:

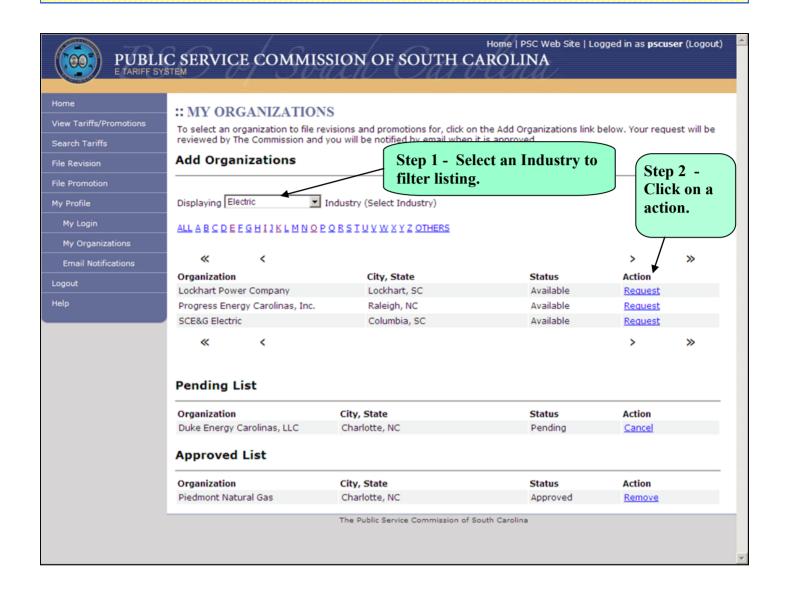
If you are going to be filing tariff revisions, you must designate the organizations for which you plan to file. This is done using the My Organizations screen shown above.

This screen shows the organizations for which you have either requested approval or been approved to file tariff revisions and promotions. To request additional organizations, click on Add Organizations (see next page.)

The Commission tariff staff will approve/reject your request(s), and you will receive an email notification (see below.)



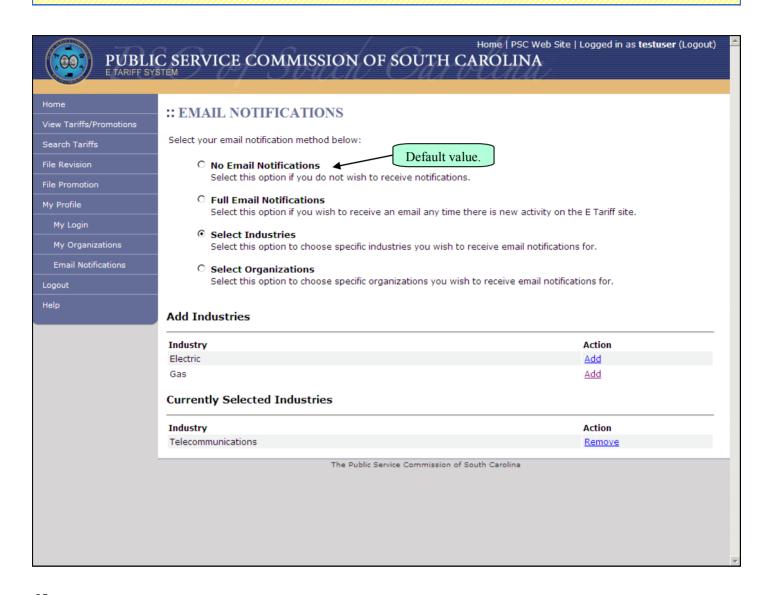
My Profile - My Organizations



Notes

You must complete this step before filing any revisions.

My Profile - Email Notifications



Notes:

This screen shows the type of email notification you will receive. The default is No Email Notification.

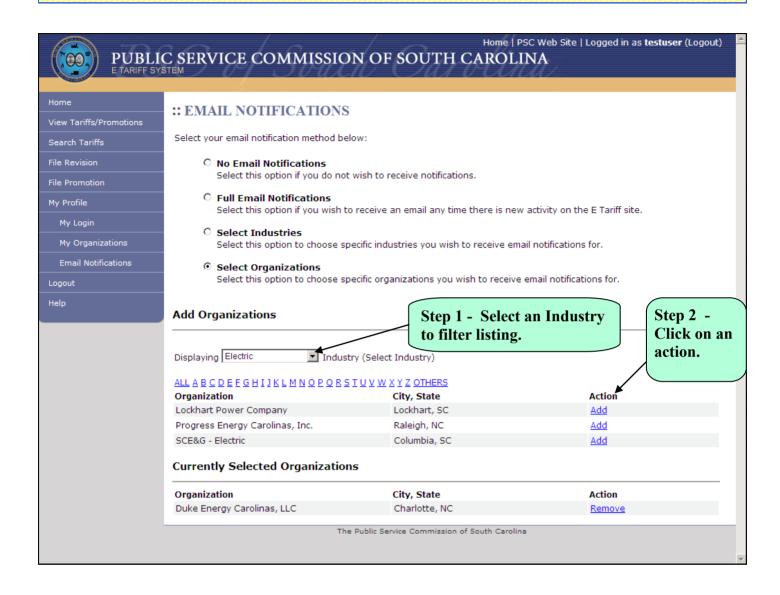
Full Email Notification means that you will receive an email whenever a new tariff revision is filed or approved, or whenever a promotion is filed for \underline{any} organization.

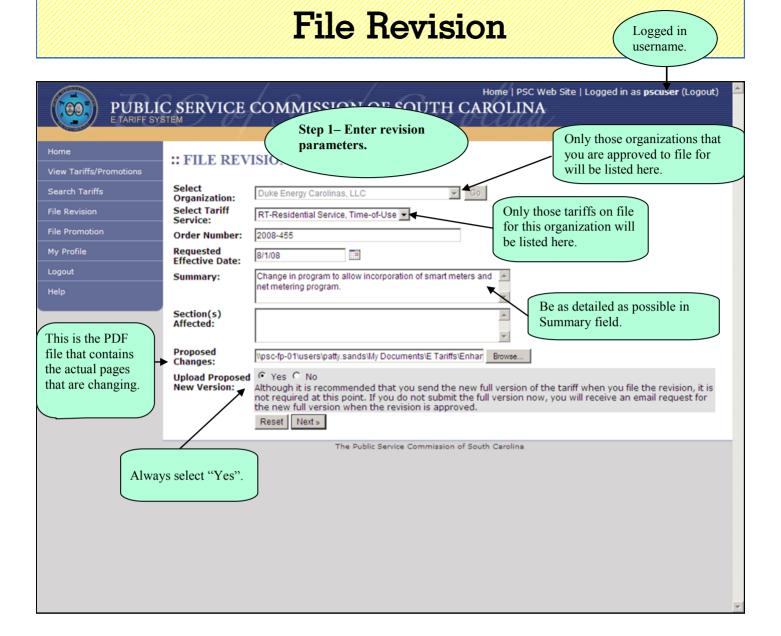
Select Industry allows you to choose certain industries for which you would be notified via an email message informing you of a tariff revision or promotion being filed or approved for that industry.

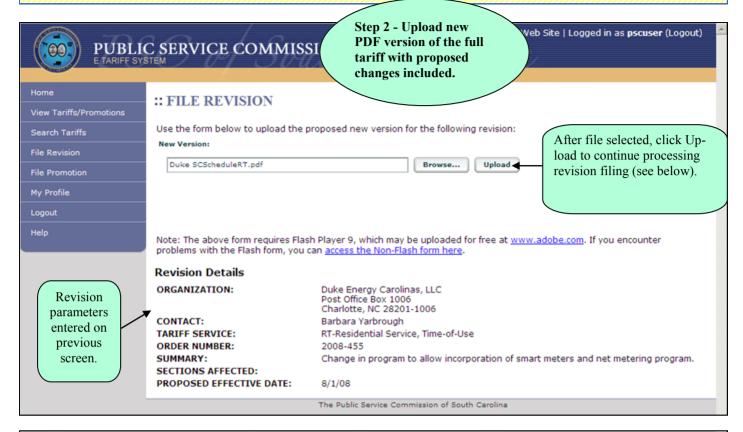
Select Organization allows you to choose certain organizations for which you would be notified via an email message informing you of a tariff revision or promotion being filed or approved (see next page.)

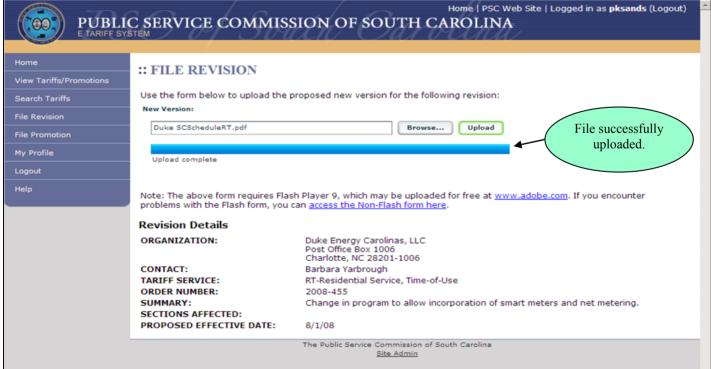
*** Automatically, the filer and the organization's contact person (if different from the filer) will receive an email whenever a tariff revision or promotion is filed or approved.

My Profile - Email Notifications





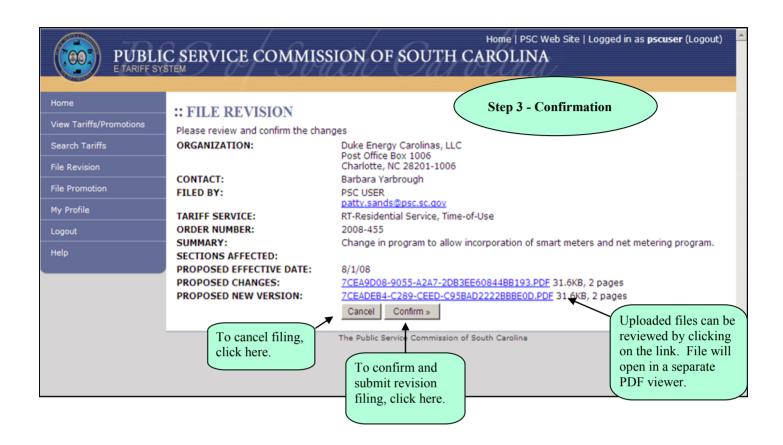


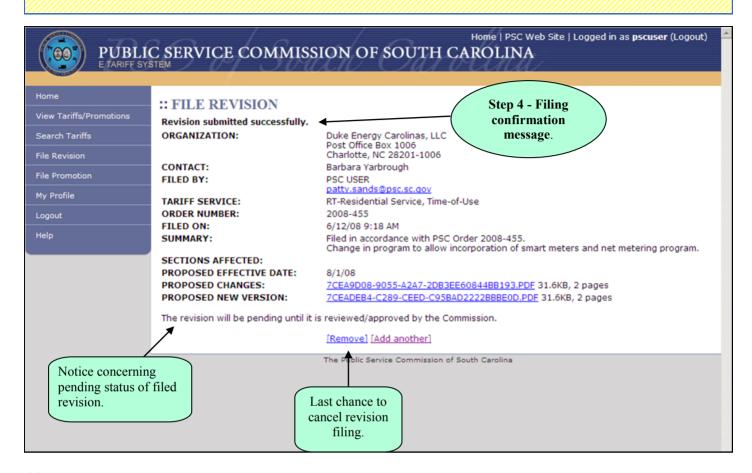


Notes:

Flash Player can be downloaded for free from www.adobe.com/products/flashplayer

The Non-Flash screen performs the file upload differently, but the screen looks the same.





Notes:

An email will be sent to the filer and organization contact, if different from the filer, notifying them of the receipt of revision (see below.) Those users with email notification set for this organization or industry will be notified as well.

Text of Email confirming revision filing.

The following revision has been filed with the Public Service Commission of South Carolina.

Revision Details

Company/Organization Name: Duke Energy Carolinas, LLC

Revision No.: E2008-83

Tariff: RT-Residential Service, Time-of-Use

Order Number: 2008-455

Summary: Filed in accordance with PSC Order 2008-455.

Change in program to allow incorporation of smart meters and net metering program.

Sections Affected:

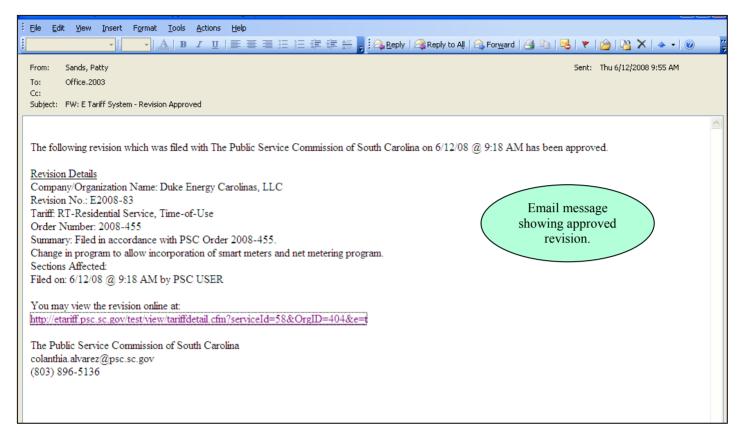
Filed on: 6/12/08 @ 9:18 AM by PSC USER

The revision will be pending until it is reviewed/approved by the Commission.

The Public Service Commission of South Carolina colanthia.alvarez@psc.sc.gov

(803) 896-5136

After the revision is approved or rejected, a second email will be sent to filer and organization contact notifying them of the approval/rejection of the revision (see next page.)



Notes:

This email will be sent to the filer and organization contact, if different from the filer, notifying them of the approval of the revision. Those users with email notification set for this organization or industry will be notified as well.